

RTCINST 1513.5  
DOT  
5 Aug 02

RECRUIT TRAINING COMMAND INSTRUCTION 1513.5

Subj: FLEET TRAINING TEAM (FTT) AND RECRUIT DIVISION COMMANDER  
(RDC) SCHOOL SCREENING PROCEDURES

Ref: (a) RTCINST 1552.1N

Encl: (1) FTT Pre-Screening Form  
(2) FTT/RDC School Phase I Screening Score Sheet  
(3) FTT/RDC School Phase II Oral Board Evaluation Sheet  
(4) FTT/RDC School Final Score Sheet  
(5) Fleet Training Team Inspector/Duty Officer  
Qualification

1. Purpose. Per reference (a), this instruction provides screening procedures for the FTT and RDC School. It also provides a consistent process to test and evaluate prospective FTT and RDC School members.

2. Responsibility

a. Military Training Officer will:

- (1) Maintain FTT and RDC School screening instruction.
- (2) Issue change transmittals as appropriate to ensure policies, processes, and procedures are consistent with current FTT and RDC School staff practices.

b. FTT and RDC School Division Officer will:

- (1) Monitor the FTT and RDC School screening process.
- (2) Make recommendation to the Military Training Officer for any changes that may need to be made to the FTT and RDC School screening instruction.

c. FTT and RDC School LCPO will:

- (1) Ensure implementation of the screening process.

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(2) Conduct screening per this instruction and report results to DOT for final approval.

3. Screening

a. Pre-Screening. Enclosure (1) will be completed and forwarded to the FTT LCPO.

b. Phase I. Enclosure (2) will be used to score all of Phase I results.

(1) Testing

(a) All prospective FTT and RDC School personnel will be required to complete a 25 question, closed book examination.

(b) The following grading criteria will be used for scoring:

Percentage Scored Correct	Points Received
100%	10
95% - 99%	9
90% - 94%	8
85% - 89%	7
80% - 84%	6
75% - 79%	5
70% - 74%	4
65% - 69%	3
60% - 64%	2
55% - 59%	1
54% or less	0

(2) Personnel Inspections

(a) Personnel Inspection 1. All prospective FTT and RDC School personnel will be required to complete a personnel inspection (PI) by an FTT or RDC School inspector. This will ensure the prospective member has the ability to meet the highest standards of military bearing and appearance. Each discrepancy found will be a -2 deduction from a possible 10 points.

(b) Personnel Inspection 2. All prospective FTT and RDC School personnel will be required to perform a PI on 2 to 4 recruits having various "hits" pre-set. Light Limited Duty (LLD), Medical, and Dental chits will be added in the inspection. This will ensure the member has the ability to recognize the required checkpoints and start to learn the PI codes. Each discrepancy missed will be a -2 deduction from a possible 10 points.

(3) Dynamic Material Inspections (DMI)

(a) All prospective FTT and RDC School personnel will be required to perform a DMI on locker three or four. Each locker will have various "hits" pre-set.

(b) All prospective FTT and RDC School personnel will be required to perform a DMI on a minimum of two bunks having various "hits" pre-set. This will ensure that the member has the ability to recognize the required checkpoints and start to learn the DMI codes.

(c) The DMI portion of the practical will take place in the Star classroom (located next to FTT Office).

(d) Each discrepancy missed will be a -2 deduction from a possible 10 points for each inspection.

c. Phase II. Enclosure (3) will be used to score all of Phase II results.

(1) Oral Board Members. The following personnel will be Oral Board members and required to attend:

- (a) DOT LCPO
- (b) FTT and RDC Division Officer
- (c) FTT and RDC School LCPO
- (d) One other member

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(2) Oral Board Questions. The following areas will be covered during the board:

- (a) Star
- (b) Drill
- (c) Administration
- (d) Situational Leadership

(3) All questions will be situational. This will ensure the prospective FTT or RDC School member has the ability to apply the information per reference (a).

(4) Each member will have a pool of 10 to 20 questions available. This will keep the boards consistent for each new FTT or RDC School member.

(5) Each board member will ask a minimum of four questions. Each question will be referenced to a specific page and paragraph in reference (a), if applicable.

#### 4. FTT/RDC School Check In Process

a. Enclosure (4) will be used as a cover sheet for submission to the chain of command for final approval to FTT and RDC School.

b. A copy of the FTT member date sheet will be included in the screening package prior to routing to the DOT.

c. Prior to Assignment to FTT or RDC School member must serve as member of the Ship's Training Team. If not a Ship Training Team member, approval from the Fleet Commander is required to begin the screening process.

d. Required check-in process for new FTT or RDC School members:

(1) Complete the FTT or Duty Officer Qualification (Enclosure 5).

(2) Read all FTT and RDC School training for the past six months.

(3) Stand all applicable under instruction watches.

(4) The check-in process will take approximately two weeks.

(5) All personnel must complete their Master Training Specialist (MTS) qualifications within 90 days of reporting.

5. Review. The Military Training Officer shall review this instruction on an annual basis, recommending changes as necessary.

//S//  
M. M. KOLAR  
By direction

Distribution:  
RTCINST 5216.2L  
(List I, Case A)